PHARMACY SERVICES MANAGER
California Correctional Health Care Services

OPEN – CONTINUOUS FILING

POSITION INFORMATION
Positions currently exist statewide with the California Correctional Health Care Services.

The Pharmacy Services Manager, under the supervision of the system-wide Chief of Pharmacy, administers and manages the pharmacy services, supervises the pharmacy and staff work of professional and ancillary pharmacy staff, and performs other related duties as required for multiple pharmacies or facilities with large comprehensive pharmacy services.

SALARY AND BENEFIT INFORMATION
Currently, as of July 1, 2017: $11,959 - $12,933 per month

For a summary of benefits, visit the California Department of Human Resources at: http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx

WHO CAN APPLY
All applicants who meet the education and/or experience requirements as stated below may apply.

MINIMUM QUALIFICATIONS
Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as either “I,” “II,” or “III,” etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

Possession of a valid certificate of registration as a licentiate in pharmacy issued by the California Board of Pharmacy. And

Either I
One year of experience performing the duties of a Pharmacist II in the California state service.

Or II
Two years of experience performing the duties of a Pharmacist I in the California state service.

Or III
Three years of experience supervising the operation of a hospital pharmacy.

Special Personal Characteristics: Willingness to work in a State institution; freedom from communicable disease; and willingness to travel within a geographical area.

Applicants possessing the required license/certificate at the time of application must show the number, title, and expiration date on their Examination Application (Std. Form 678).
Pharmacy Services Manager

California Correctional Health Care Services’ vision is to provide constitutionally adequate medical care to patient-inmates of the California Department of Corrections and Rehabilitation within a delivery system the State can successfully manage and sustain.

EXAMINATION INFORMATION
This examination consists solely of an evaluation of each candidate’s experience and/or education related to the duties of this position. For this reason, it is especially important that candidates accurately complete their applications. You are encouraged to list all experience(s) relevant to the “Position Information” and “Minimum Qualifications” shown on this bulletin. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

HOW TO APPLY AND TEST
Submit an Examination Application (Std. Form 678) and Conditions of Employment (Form 631) for this examination either by mail or in person to the address listed below. The Std. Form 678 can be found at www.jobs.ca.gov. The Form 631 can be found on the last page of this examination bulletin.

By mail:
California Correctional Health Care Services
Examination Services, Bldg. D1
P.O. Box 588500
Elk Grove, CA 95758

In person:
California Correctional Health Care Services
8280 Longleaf Drive
Suite 101 Drop Box
Elk Grove, CA 95758

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

Only applications with an original signature will be accepted.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services’ Examination Services at (916) 691-5894 to make specific arrangements.

ELIGIBLE LIST INFORMATION
The resulting eligible list will be established to fill vacancies within the California Correctional Health Care Services. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period. Competitors must then retake the examination to re-establish list eligibility.

VETERAN’S PREFERENCE AND CAREER CREDITS
Veteran’s Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran’s Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.
Pharmacy Services Manager

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GENERAL INFORMATION

Applications are available at the State’s career website at www.jobs.ca.gov, local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

Veteran’s Preference: California law allows the granting of Veteran’s Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran’s Preference are on the Veteran’s Preference Application (CalHR 1093) which is available from Department of Human Resources at http://jobs.ca.gov/Job/VeteransInformation and the Department of Veterans Affairs at http://www.calvet.ca.gov/ Veteran’s Preference is not granted once a person achieves permanent civil service status.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call (916) 691-5894 or 1-877-793-4473.

California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929.

This bulletin cancels and supersedes all previously issued bulletins.

Release Date: 08/13/10
Revised Date: 08/15/17
Name: 

**INSTRUCTIONS**

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

If you are successful in this exam, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form. If you are not planning to relocate or are not willing to travel to a distant job location, do not select locations that are a long way from your residence.

**TYPE OF APPOINTMENT YOU ARE WILLING TO ACCEPT**

Please mark the appropriate box(es) - you may check "Any" if you are willing to accept any type of employment.

- [ ] Any
- [ ] Permanent Full-Time
- [ ] Limited-Term Full-Time
- [ ] Permanent Part-Time
- [ ] Limited-Term Part-Time
- [ ] Permanent Intermittent

If all are marked and you receive an appointment other than Permanent Full-Time, your name will continue to be considered for Permanent Full-time positions.

**LOCATIONS YOU ARE WILLING TO WORK**

NOTE: California State Prison has been abbreviated to “CSP”.

- [ ] (0005) ANYWHERE IN THE STATE – If this box is marked, no further selection is necessary.

**NORTHERN REGION**

- [ ] 0300 Mule Creek State Prison
  - Ione, Amador County
- [ ] 0800 Pelican Bay State Prison
  - Crescent City, Del Norte County
- [ ] 1800 California Correctional Center
  - Susanville, Lassen County
- [ ] 1800 High Desert State Prison
  - Susanville, Lassen County
- [ ] 2100 San Quentin State Prison
  - San Quentin, Marin County
- [ ] 3400 Headquarters
  - Elk Grove, Sacramento County
- [ ] 3400 Folsom State Prison
  - Represa, Sacramento County
- [ ] 3400 CSP, Sacramento
  - Represa, Sacramento County
- [ ] 3900 Deuel Vocational Institution
  - Tracy, San Joaquin County
- [ ] 3900 California Health Care Facility/
  - DeWitt Correctional Facility
  - Stockton, San Joaquin County
- [ ] 4800 California Medical Facility
  - Vacaville, Solano County
- [ ] 4800 CSP, Solano
  - Vacaville, Solano County
- [ ] 5500 Sierra Conservation Center
  - Jamestown, Tuolumne County

**CENTRAL REGION**

- [ ] 1000 Pleasant Valley State Prison
  - Coalinga, Fresno County
- [ ] 1500 North Kern State Prison
  - Delano, Kern County
- [ ] 1500 Kern Valley State Prison
  - Delano, Kern County
- [ ] 1600 Avenal State Prison
  - Avenal, Kings County
- [ ] 1600 CSP, Corcoran
  - Corcoran, Kings County
- [ ] 1600 California Substance Abuse Treatment Facility
  - Corcoran, Kings County
- [ ] 2000 Central California Women’s Facility
  - Chowchilla, Madera County
- [ ] 2000 Valley State Prison
  - Chowchilla, Madera County
- [ ] 2700 Correctional Training Facility
  - Soledad, Monterey County
- [ ] 2700 Salinas Valley State Prison
  - Soledad, Monterey County
- [ ] 4000 California Men’s Colony
  - San Luis Obispo, San Luis Obispo County

**SOUTHERN REGION**

- [ ] 1300 Calipatria State Prison
  - Calipatria, Imperial County
- [ ] 1300 Centinela State Prison
  - Imperial, Imperial County
- [ ] 1500 California Correctional Institution
  - Tehachapi, Kern County
- [ ] 1500 Wasco State Prison
  - Wasco, Kern County
- [ ] 1500 California City Correctional Facility
  - California City, Kern County
- [ ] 1900 CSP, Los Angeles
  - Lancaster, Los Angeles County
- [ ] 3300 California Rehabilitation Center
  - Norco, Riverside County
- [ ] 3300 Chuckawalla Valley State Prison
  - Blythe, Riverside County
- [ ] 3300 Ironwood State Prison
  - Blythe, Riverside County
- [ ] 3600 California Institution for Men
  - Chino, San Bernardino County
- [ ] 3600 California Institution for Women
  - Corona, San Bernardino County
- [ ] 3700 R.J. Donovan Correctional Facility
  - San Diego, San Diego County

Please notify California Correctional Health Care Services promptly of any changes of address or availability for employment at the following address:

CCHCS, Examination Services, Bldg. D1, P.O. Box 588500, Elk Grove, CA 95758.

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1 of 4